



## JOINT FORCE HEADQUARTERS WISCONSIN

WISCONSIN NATIONAL GUARD  
HUMAN RESOURCES OFFICE/J1  
PO BOX 8111  
MADISON, WI 53708-8111

### **JOB OPPORTUNITY** **Number 04-133**

#### **WISCONSIN AIR NATIONAL GUARD**

**\*ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY 4:00 p.m. ON THE CLOSING DATE\***

<b>OPENING DATE:</b> 12 October 2004	<b>CLOSING DATE:</b> 12 November 2004
<b>POSITION:</b> Intelligence Operations Specialist, Position Description Control Number 80626000, GS-0132-11/9	<b>LOCATION:</b> Truax Field ANG Base, Madison, WI <b>FAC:</b> 310000
<b>SALARY RANGE:</b> GS-11, \$48,947 to \$63,629 annually GS-9, \$40,454 to \$52,591 annually	<b>TYPE OF APPOINTMENT:</b> Excepted-Permanent

Also on our web site at: <http://dma.wi.gov/tech.asp>

#### **\*\*\* ELIGIBILITY/NOTES \*\*\***

**MILITARY MEMBERSHIP REQUIREMENTS:** This position can only be occupied by an enlisted person or person who is eligible for enlistment in the Wisconsin Air National Guard. Must be a U.S. citizen with a current Top Secret security clearance. **Military Grade:** Maximum grade available is E-8. **Compatibility:** Upon appointment, selectee must be eligible (AFI 36-2105/AFI 36-2108) to be assigned to the following compatible AFSC: 1N0XX, including a TS/SCI Security Clearance

- ? The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment.
- ? Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules.
- ? Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT).
- ? (Multiple grades will be certified to the Selecting Supervisor for consideration. If appointment is made below the target grade of (GS-11), non-competitive promotion action may be taken after certification by the Selecting Supervisor that the incumbent has adequately mastered the higher level(s) and the mandatory qualifications have been met.)
- ? Males born on or after 1 January 1960 must be registered with the Selective Service prior to employment.

**EQUAL EMPLOYMENT OPPORTUNITY:** All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

#### **\*\*\* REQUIRED QUALIFICATIONS \*\*\***

**Applicants must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that provided the KSA. \*Remember, only the information shown on the application can be used to evaluate qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired. General Experience:** Administrative, professional, investigative, or technical work which required the ability to deal effectively with others; to collect, evaluate and organize pertinent facts; and to prepare clear and concise written reports. **Specialized Experience:** Must have at least thirty-six (36) months for a GS-11, or at least twenty-four (24) months for a GS-9, of specialized experience which has demonstrated the following knowledge, skills, abilities and personal characteristics:

- a. Ability to analyze and evaluate raw data in order to provide finished intelligence reports.
- b. Skill in researching, compiling and disseminating timely and accurate intelligence information.
- c. Ability to formulate policies, direct and coordinate intelligence activities.
- d. Knowledge of intelligence organizations, relationships, analytical techniques and automated systems.
- e. Knowledge of and experience using training aids, techniques, and maintaining documentation requirements.
- f. Skills and experience in supervising, evaluating, and training of other intelligence support team members.
- g. Ability to communicate effectively both orally and in writing.

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**Substitution of Education for Specialized Experience:** Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 hours classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position. Copies of transcripts listing courses and credits earned must accompany application.

**Evaluation Method:** All applicants will be initially screened against the general qualifications and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the specialized experience.

**Brief Description of Duties and Responsibilities:** Assists the Senior Intelligence Officer in assuring the Intelligence function maintains a capability to provide timely and accurate operational intelligence support and fully trained intelligence personnel during peacetime and contingency operations. Coordinates with the Gaining Command on operational intelligence elements needed to carry out coordination and liaison with counterparts and colleagues in such other major command intelligence organizations as Air Combat Command (ACC) and Air Mobility Command (AMC), Air National Guard Bureau Headquarters (NGB), United States Air Forces Europe (USAFE), Pacific Air Forces (PACAF) and such other governmental agencies as Defense Intelligence Agency (DIA), National Security Agency (NSA), U.S. Space Command (SPACECOM), Air Intelligence Agency (AIA), U.S. Strategic Command (USSTRATCOM), and the Central intelligence Agency (CIA). Incumbent represents the organization at interagency conferences and meetings that deal with specialty functions and internal training requirements at the unit level. **(For more details, also see the simultaneous AGR Vacancy Announcement for this position.)**

### \*\*\* HOW TO APPLY \*\*\*

Submit a summary of your employment history using an OF 612 or Resume, and include the following information:

**(Incomplete applications will not be accepted)**

- ? Announcement number and title of the position for which you are applying.
- ? Your full name, mailing address, appropriate phone numbers, Social Security Number, date of birth and country of citizenship.
- ? Your military grade, unit of assignment, and AFSC. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detail duty description.
- ? A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the vacancy. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail, include DD Form(s) 214 (if applicable). You may use continuation pages to include all related experiences. Ensure that both military and civilian experiences are fully described, to include time frames. Highest Federal Civilian grade held (include job series and date held). If you use acronyms explain them.
- ? **WRITE A SUMMARY OF EACH KSA. (Knowledge, Skills and Ability), INCLUDING DATES FOR EACH KSA, TO EXPLAIN HOW YOU QUALIFY.** List all of pertinent military schools and training completed. Applicants should submit DMA Form 20 and/or 21 to document military schools and address KSAs. Failure to demonstrate these experience requirements may result in disqualification. AFSC, Position Description, Job Title, grade and series WILL NOT qualify an applicant.
- ? For Job Opportunities advertised at more than one qualifying grade level, you must indicate which grade level(s) you are applying for. Your application will only be evaluated against the grade level(s) that you list on your application.
- ? High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). **To insure credit for education** you must include a copy of your transcript(s).
- ? Applicants should include a DMA Form 181 or Standard Form 181.
- ? Applications must have an original signature and date. Resumes must have a signed and dated cover sheet.
- \* Note: Separate applications are required if applying for more than one Job Opportunity Announcement.

Send applications to **Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-SVC-ST, 2400 Wright St, Madison, WI 53704-2572**. Applications must be mailed at the applicant's own expense and become property of the Human Resources Office/J1 and will not be returned or photo copied. When circumstances cause your application to arrive after the closing date you may fax or e-mail [fedhrfeedback@wi.ngb.army.mil](mailto:fedhrfeedback@wi.ngb.army.mil) an exact and complete, signed copy of your application. If you fax or e-mail your application, the original must be postmarked by the closing date, and received not later than seven calendar days following that closing date. Direct any questions to the Recruitment and Placement Specialist at (608) 242-3722 or DSN 724-3722; fax (608) 242-3726.

**Federal Civil Service Benefits Available:** Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, 10 paid Holidays and 120 hours Military Leave

DISTRIBUTION: E, S {Madison (ED), Milwaukee (ED), 128 ACS (ED)}, All HROs

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